

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

September 24, 2015  
7:30 p.m.

MEMBERS PRESENT

Ed Braddy, City of Gainesville  
**LaBarfield Bryant, City of Jasper**  
Harvey Budd, City of Gainesville  
**Louie Davis, City of Waldo**  
**Rick Davis, Madison County**  
Jason Evans, High Springs  
**Donnie Hamlin, Lafayette County**  
Jason Holifield, Dixie County  
William Hunter, Hamilton County  
Doug Jones, City of Archer  
**Garth Nobles, Jr., City of Live Oak**  
Patricia Patterson, Taylor County  
**Daniel Riddick, Bradford County**  
DeLoris Roberts, City of Hawthorne  
Larry Sessions, Suwannee County  
**Carolyn Spooner, City of Starke**  
David Sullivan, City of Perry  
*Lorene Thomas, Dixie County*  
Helen Warren, City of Gainesville  
Randy Wells, City of Gainesville  
**Robert Wilford, City of Alachua**  
Stephen Witt, City of Lake City

NON-VOTING DELEGATE PRESENT

None

EX-OFFICIO MEMBER REPRESENTATIVES  
PRESENT

Bill Henderson, Florida Department  
of Transportation  
Abby Johnson, Suwannee River Water  
Management District  
Russell Simpson, Florida Department of  
Environmental Protection

MEMBERS ABSENT

Beth Burnam, Hamilton County  
Craig Carter, City of Gainesville  
Jim Catron, City of Madison  
**Charles Chestnut IV, Alachua County**  
Ken Cornell, Alachua County  
Scarlet Frisina, Columbia County  
Robert Hutchinson, Alachua County  
Timothy Marden, City of Newberry  
*James Montgomery, Columbia County*  
Everett Phillips, Columbia County  
Lee Pinkoson, Alachua County  
James Tallman, Union County  
**Kenrick Thomas, Gilchrist County**  
**Daniel Webb, Union County**  
*Mike Williams, Madison County*

OTHERS PRESENT

Barney Bennett  
Sandra Buck-Camp  
Diana Davis  
Sheree Vann

COUNCIL ATTORNEY PRESENT

Jonathan Wershow

STAFF PRESENT

Steven Dopp  
Lynn Godfrey  
Scott Koons  
Jean Strong

**Board Members names are bolded**  
*Gubernatorial Members names are italicized*

I. INVOCATION, PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Chair Riddick called the meeting to order at 7:31 p.m. with an invocation given by Councilman Bryant and a pledge of allegiance to the flag. Chair Riddick stated that there was a quorum of the Council.

Chair Riddick welcomed and introduced Sandra Buck-Camp, member of the Columbia, Hamilton, Suwannee Transportation Disadvantaged Local Coordinating Board; Diana Davis, wife of Council Member Louis Davis; Commissioner Jason Evans; Council Member from the City of High Springs; and asked Bill Henderson from the Florida Department of Transportation to introduce his guests. Mr. Henderson introduced Sheree Vann, Legislative Liaison for the Department and Barney Bennett, who replaced Jordan Green as the Rural Transportation Development Engineer for District 2.

Chair Riddick asked that Item VI. B.5. #80 - City of Gainesville Comprehensive Plan Draft Amendment and Item VI. B.6. #81 - City of Hawthorne Comprehensive Plan Draft Amendment, which were received subsequent to the distribution of the Council meeting packet, be added to the agenda.

**ACTION: Commissioner Spooner made the motion with a second by Commissioner Wilford to add Item VI. B.5. #80, - City of Gainesville Comprehensive Plan Draft Amendment and Item VI. B.6. #81 - City of Hawthorne Comprehensive Plan Draft Amendment to the agenda. The motion carried unanimously.**

II. PRESENTATION - TRANSPORTATION DISADVANTAGED PROGRAM IN NORTH CENTRAL FLORIDA

Scott Koons, Executive Director, introduced Lynn Franson-Godfrey, Senior Planner, for the Transportation Disadvantaged. Ms. Franson-Godfrey gave a presentation concerning the Transportation Disadvantaged Program in north central Florida. Chair Riddick thanked Ms. Franson-Godfrey for her presentation.

III. APPROVAL OF MINUTES - August 27, 2015

Chair Riddick asked that the minutes of the August 27, 2015 meeting be approved as written.

**ACTION: Councilperson Bryant made the motion, with a second by Mayor Davis, to approve the minutes of the August 27, 2015 meeting as written. The motion carried unanimously.**

IV. CONSENT AGENDA

- A. Monthly Financial Report - August 2015
- B. U.S. Economic Development Administration Short-Term Planning and State Planning Grant Amendment
- C. Transportation Disadvantaged Local Coordinating Board Appointments

Chair Riddick asked if there were any questions regarding any of the items on the Consent Agenda and requested that these items be approved.

**ACTION:** Commissioner Spooner made the motion, with a second by Commissioner Roberts, to approve the items on the Consent Agenda. The motion carried unanimously.

V. CHAIR'S REPORT

A. Committee Appointments

Chair Riddick stated that due to a vacancy on the Clearinghouse Committee several appointments needed to be made to this Committee.

**ACTION:** Mayor Davis made the motion, with a second by Commissioner Wells, to appoint William Hunter to the Clearinghouse Committee, James Montgomery as the Chair and Commissioner Patterson as Vice-Chair. The motion carried unanimously.

B. Resolution of Appreciation - Sandra Haas

Chair Riddick asked that a Resolution of Appreciation for past service be approved for Sandra Haas, who served as a Council Member since July 2000.

**ACTION:** Commissioner Spooner made the motion, with a second by Ms. Thomas to approve the Resolution of Appreciation for Sandra Haas. The motion carried unanimously.

C. Transportation Disadvantaged Program Resolution of Appreciation - Keith Hatcher

Chair Riddick asked that a Resolution of Appreciation for Keith Hatcher be approved.

**ACTION:** Mayor Jones made the motion, with a second by Councilperson Bryant to approve a Transportation Disadvantaged Resolution of Appreciation for Keith Hatcher. The motion carried unanimously.

D. Employee Certificate of Service - Lynn Franson-Godfrey - 25 Years

Scott Koons, Executive Director, introduced Lynn Franson-Godfrey, who joined the Council Staff on August 20, 1990. Ms. Franson-Godfrey currently serves as the Senior Planner in the Transportation Division and is responsible for staffing the Transportation Disadvantaged Program. Chair Riddick presented a 25-year service Certificate of Service and a 25-year service pin to Ms. Franson-Godfrey. Mr. Koons and Chair Riddick thanked her for her dedicated service to the Council.

VI. COMMITTEE REPORTS

A. 1. Proclamation Declaring October 2015 as Community Planning Month

Mr. Koons stated that the month of October 2015 has been chosen to celebrate National Community Planning Month. He added that the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the

quality of life in communities and the environment. Mr. Koons stated that the Executive Committee recommended that a proclamation proclaiming October 2015 as Community Planning Month in north central Florida be adopted, which has been attached hereto and made a part of these minutes.

**ACTION: Commissioner Warren made the motion, with a second by Commissioner Wells, to adopt a proclamation proclaiming October 2015 as Community Planning Month, which has been attached hereto and made a part of these minutes. The motion carried unanimously.**

2. Proclamation Declaring October 2, 2015 as Local Works Day

Mr. Koons stated that Florida is home to 67 counties and more than 400 cities, towns and villages fulfilling a diverse range of local needs. He also stated that many local government employees belong to professional associations specific to their career and they are often the main source for industry-related training, research, advocacy, resources and networking for these employees. Mr. Koons stated that the Florida Local Government Collation brings together these associations to enhance collaboration and efficiency. Mr. Koons reported that for the second year, the Coalition will promote its "Local Works" campaign as a way to help Florida citizens understand, appreciate and support local government and the services and value these governments bring to millions of lives each day by recognizing October 2, 2015 as Local Works Day.

**ACTION: Commissioner Roberts made the motion, with a second by Councilperson Bryant, to adopt a proclamation proclaiming October 2, 2015 as Local Works Day which has been attached hereto and made a part of these minutes. The motion carried unanimously.**

3. Engagement Letter for Fiscal Year 2014-15 Audit

Mr. Koons stated that the Council selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. He further stated that the current auditor was selected in 2013 and has conducted two audits under this series. Therefore, it is recommended that a third engagement letter be entered into for the audit of Fiscal Year 2014-15.

**ACTION: Mayor Davis made the motion, with a second by Commissioner Budd, to authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, to conduct the Fiscal Year 2014-15 audit of the Council's accounts, including the Council's Employee Pension Plan, for a lump sum fee for this service of \$15,034. The motion carried unanimously.**

4. Proposed Interlocal Agreement Amendments

Mr. Koons reported that Senate Bill 1216 (Chapter 2015-30, Laws of Florida) recently enacted by the Legislature eliminated the Withlacoochee Regional Planning Council and transferred Levy County and Marion County to the north central Florida region. He noted that the North Central Florida Regional

Planning Council was created by an interlocal agreement pursuant to Section 163.01, Florida Statutes as amended, entered into by counties and municipalities located in the north central Florida region. He further stated that in order to add Levy County and Marion County to the membership of the Council, the existing member local governments will need to amend the interlocal agreement. The current population-based representation formula would increase the total number of representatives on the Council from 48 to 66.

Mr. Koons stated that at its June 25, 2015 meeting, the Council proposed the amendments to address the following provisions.

1. Geographic area;
2. Governance structure;
3. Additional representatives; and
4. Dues credit.

Mr. Koons reported that subsequent to the June 25, 2015 meeting, representatives of a member local government have suggested some alternative options to address the governance structure of the Council as it relates to local government representatives. He stated that the Executive Committee has reviewed the three following alternative options concerning the governance structure of the Council.

Option 1 would eliminate the population-based representation system and would change the per capita population-based dues assessment to each member local government paying an equal share of the total assessed dues. Option 2 would retain a modified population-based representation formula with any member local government with a population of 100,000 or more having three representatives. Option 3 would also retain a modified proportional population-based representation formula with any member local government with a population of 100,000 or more having three representatives, a population of 250,000 having four representatives and a population of 500,000 or more having five representatives. He reported that the Executive Committee recommends Option 2.

**ACTION:** Mayor Davis made the motion, with a second by Commissioner Davis, to reconsider the proposed amendments to the interlocal agreement creating the Council approved at the June 25, 2015 meeting. The motion carried unanimously.

**ACTION:** Mayor Braddy made the motion, with a second by Commissioner Wells, to recommend to the member local governments proposed amendments to the interlocal agreement creating the Council, as recommended by the Council at its June 25, 2015 meeting with a revision to the population-based representation formula by modifying the population-based representation formula to provide that any member local government with a population of 100,000 or more would have three representatives on the Council. The motion carried unanimously.

5. Executive Director Annual Performance Evaluation

Chair Riddick stated that the employment contract between the Executive Director and the Council specifies that the Executive Committee shall adopt performance standards to annually review and evaluate the Executive Director and further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. He added that, at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1 of each year.

Chair Riddick stated that the Executive Committee has adopted performance standards to review and evaluate the Executive Director and that the performance review was conducted by each Committee member prior to the September 24, 2015 Council meeting. He reported that the review resulted in “exceeds job requirements” for all evaluation standards, with an overall average score of 5.0 on a 5.0 scale. Chair Riddick stated that, based upon this review, the Executive Committee awarded the Executive Director a five percent merit pay adjustment. He reported that Mr. Koons requested that his merit pay increase for Fiscal Year 2016, along with his Fiscal Year 2015 merit pay increase, be deferred until Fiscal Year 2017. He further reported that the Executive Committee approved Mr. Koons’ request concerning his merit pay increase deferment.

No Council action was required on this item.

B. Clearinghouse Committee

Commissioner Patterson, gave the Clearinghouse Committee report. She stated that the Clearinghouse Committee met earlier in the evening and reviewed six local government comprehensive plan amendments.

- #74 - City of Lake City Comprehensive Plan Draft Amendments
- #76 - City of High Springs Comprehensive Plan Adopted Amendment
- #78 - City of Madison Comprehensive Plan Draft Amendment
- #79 - Sabal Trail Natural Gas Pipeline Draft Environmental Impact Statement
- #80 - City of Gainesville Comprehensive Plan Draft Amendments
- #81 - City of Hawthorne Comprehensive Plan Draft Amendment

She noted that the Committee finds that the local government comprehensive plans, as amended, are not anticipated to result in significant adverse impact to regional facilities, Natural Resources of Regional Significance or adjoining local governments. With regards to Item #79, Sabal Trail Natural Gas Pipeline Draft Environmental Impact Statement, the Committee recommends the Federal Energy Regulatory Commission approve the preferred alternative route with the condition that it follow existing right-of-way and collocate with linear utilities to maximum extent feasible. Commissioner Patterson also stated that the Committee recommends forwarding these findings to the respective local governments and the Florida Department of Economic Opportunity and the Federal Department of Environmental Protection.

**ACTION: Commissioner Patterson made the motion, with a second by Commissioner Wilford, to approve the Clearinghouse Committee recommendation concerning #74 - City of Lake City Comprehensive Plan Draft Amendments, #76 - City of High Springs Comprehensive Plan Adopted Amendment, #78 - City of Madison Comprehensive Plan Draft Amendment, #79 - Sabal Trail Natural Gas Pipeline Draft Environmental Impact Statement, #80 - City of Gainesville Comprehensive Plan Draft Amendments, and #81 - City of Hawthorne Comprehensive Plan Draft Amendment. The motion carried unanimously.**

C. Regional Planning Committee -Evaluation and Appraisal Report of North Central Florida Strategic Regional Policy Plan

Commissioner Wells, Regional Planning Committee Chair, reported that, every five years the North Central Florida Regional Planning Council is required by State law to prepare an Evaluation and Appraisal Report of its regional plan. He also stated that the Report is due by the end of 2015.

Commissioner Wells reported that the purpose of an Evaluation and Appraisal Report is to evaluate the successes and failures of the regional plan and to identify possible future amendments, revisions or updates to the plan. He also stated that the report serves as a basis for future amendments to the regional plan.

Commissioner Wells stated that the Regional Planning Committee met earlier that evening and completed its review of the regional plan. He stated that the Committee will submit the Evaluation and Appraisal Report for review and approval by the Council at the October 22, 2015 Council meeting.

VII. EX-OFFICIO MEMBER REPORTS

Bill Henderson, Florida Department of Transportation, reported that a public meeting will be held in Lake City at the Department of Transportation District 2 office on October 8, 2015 to present the Tentative Five-Year Work Plan for Fiscal Year 2016-17 to Fiscal Year 2020-21.

Russell Simpson, Florida Department of Environmental Protection, stated that the Florida Department of Environmental Protection will conduct a How to Comply with Hazardous Waste Workshop on November 3, 2015 at the Gainesville Regional Utilities Eastside Operations Center in Gainesville. He also stated that the Northeast District is available to assist local governments and individuals concerning permit applications and Department regulatory compliance issues.

Abby Johnson, Government Affairs and Communications Coordinator, Suwannee River Water Management, introduced herself and stated District staff is currently attending Board of County Commission meetings to present payment in lieu of taxes checks. She also stated Noah Valenstein has been selected as the new Executive Director for the District.

VIII. CITIZEN COMMENTS - None

IX. EXECUTIVE DIRECTOR'S REPORT

A. Florida Regional Councils Association Monthly Activity Report

Mr. Koons reported that the Florida Regional Councils Association is the statewide organization of the ten regional planning councils. The Association strengthens Florida's regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives. He stated that the activities of the Association's Director of Intergovernmental Affairs, Martha Lord are reported each month to the Council. He also highlighted several of the activities listed in the August 2015 activities report in the Council meeting packet.

B. Florida Chamber Foundation Scorecard™

Mr. Koons stated that the Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. The Florida Chamber Foundation's objective to develop a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan. He further stated that the Scorecard reports metrics for each of the Six Pillars benchmarked to the other 49 states. The Six Pillars are Talent Supply and Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems and Quality of Life and Quality Places. He reviewed the September 2015 Scorecard™ included in the Council meeting packet.


C. Legislative Report

Mr. Koons stated that the 2016 regular Legislature session will convene on January 12, 2016 and adjourn on March 11, 2016.

D. Florida Local Government Coalition Local Works Day

Mr. Koons presented a video concerning Local Works Day produced by the Florida Local Government Coalition. He also thanked all member local governments for their work in providing services to enhance communities across the region.

Chair Riddick informed the Council that the next Council meeting will be held on October 22, 2015 at the Holiday Inn Hotel & Suites in Lake City. The meeting was adjourned at 8:30 p.m.

  
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Daniel Riddick, Chair

10/22/15  
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Date